



St Joseph's Catholic Primary School Parents and Friends Association

MINUTES OF THE PFA MEETING HELD ON MONDAY 19TH NOVEMBER 2018 AT 8.00PM IN THE OLD BELL HOTEL, MALMESBURY

Present: Christina Morris (CM), Trevor Batey (TB), Steve Croft (SC), Charlie Taylor (CT), Katherine Bailes (KB), Candice Devenish (CD), Ann Wood (AW), Michelle Fillingham (MF), Kylie Barker (KB), Rob Atterbury-Thomas (RA-T), Eimear Moloney (EM)

Apologies: Theresa Adams (TA), Kate Cloke (CK), Sam Sandilands (SS)

Item	Action
<p>GENERAL BUSINESS:</p> <p>Welcome and thank you from The Chair.</p> <p>Minutes from the last PFA Meeting are available on school website. Publication of the Agenda was delayed due to staff absence and no access to website. It was discussed about displaying the Agenda on school notice board to make it more available.</p>	<p>CT</p>
<p>FINANCE:</p> <p>CM would organise a Treasurer handover with Sophie Young – a full update would be provided at the next PFA meeting.</p>	<p>CM / SY</p>
<p>QUIZ NIGHT:</p> <p>The PFA Quiz Night was a great success, with a new record total raised. Total net profit was £774.23.</p> <p>Thanks to Matt Morris (MM) and Katherine Bailes for the organisation and running A message of general thanks for parent's support to be put out on social media</p> <p>Quantities – quantities of alcohol would be re-visited and planned for next year after extra trips to Co-op on night of Quiz were required.</p> <p>Future Dates – Options for next year's date for the Quiz were discussed. It was agreed that the preference would be to move it to an earlier date, as this provides a better option for the new reception parents to attend and so meet other parents. It was proposed to confirm a date in early October 2019 – exact date TBC. TB agreed to check and confirm date options with AW.</p> <p>It was discussed about having two Quiz Night's a year. It was agreed that this would not be a viable idea but that the PFA would investigate running a different social event. It was agreed that ideas would be communicated via Facebook and Classlist to gauge interest (possibly via an online poll), to see what parents want. It was agreed that this would be better if it was focused just as a social occasion and not a specific fundraising event. Details would be revisited in the New Year.</p>	<p>CT</p> <p>All</p> <p>TB / AW</p> <p>All</p>

<p>Matched Funding Update: Match Funding for the PFA Quiz Night had been confirmed from npower by Kate Batey.</p> <p>Barclays Match Funding – The deadline to submit the application for Matched Funding against the PFA Quiz was Friday 23rd November.</p> <p>TB would follow up by confirming more details from Barclays on Tuesday 20th November and provide an update. Clarification was needed to ensure the PFA follow the correct procedure.</p> <p>If the PFA did not apply for this Matched Funding, an application against other future events would be considered where possible.</p>	<p>TB</p>
<p>CHRISTMAS BAZAAR:</p> <p>Date for Christmas Bazaar – Saturday 1st December 2018 – 11am-1.30am</p> <p>Licences: The requirement to have a Gambling licence is in place. The Temporary Event Notice for an Alcohol Licence had been applied for and received. CT would print copies and bring to the Bazaar.</p> <p>AoP: Some bids had been received already; however, more advertising was needed to keep pushing on Classlist, Facebook and the school newsletter to broaden accessibility. CT agreed to copy and paste link on Facebook. <i>Chair Note - A complete copy of the AoP has been sent to CT for use in advertising.</i></p> <p>On the school website, the links are in pdf. Linda Byrne (LB) would be contacted by TB on Wednesday 21st November to see if AoP can be better highlighted on school website's home page. <i>Chair Note - this was highlighted to LB and she has attempted to move the AoP to the top of the page and make the link more noticeable.</i></p> <p>TB advised that there are currently 62 confirmed donations.</p> <p>This year, it was agreed that no RRP would be shown on the Lot to see if this encourages more parents to come forward and bid. This would be a trial to see if it proved more successful in generating higher bids.</p> <p>AoP advertising posters and thank you letters – MF agreed to distribute these this week for all those shops on the high street who had donated.</p> <p>List of initial jobs – to be finalised this week when more volunteers come forward.</p> <ul style="list-style-type: none"> • AoP: Options for printing the AoP were discussed. Using an external company would be too costly. TB agreed to print each Lot on A3 and these would be used. • Floats: CM to be responsible for arranging sufficient floats for each stall, using last year's amounts as a guide. • Café: CT and Fiona Page (FP) have volunteered. • Cake Stall: Jackie Kinzel. Requests for cake donations to be brought in would be posted on Classlist and Facebook. • Poster competition: Complete. Winners have been notified and awarded prize. Thank you to KB for distributing copies of the winning posters to local businesses and playgroups. • Book Stall: Kate • Mulled Wine: TBC 	<p>CT</p> <p>TB / CT</p> <p>MF</p> <p>TB</p>

<ul style="list-style-type: none"> • Toy Stall: AW would ask the Yr5 & Yr6 teachers to ask the children for volunteers. • Craft Stall: Sara Crabb has offered to run the Craft Stall. • Tombola: Adult and Children's - KB and Rupert Barker (RB) have volunteered to run these for one slot. • Raffle Tickets: Mel Pitman (MP) will collect from the school office on Thursday 28th November to separate and fold ready for the draw. • Father Christmas: Steve P and Matt Morris – additional volunteers have been requested to support this stall • Name the Teddy: CD has purchased the Teddy Bear. A Facebook story would be posted to introduce Bear's story and drum up interest. • Sweets in a Jar: All organised ready for day. 	All
<p>Decorations: The school Christmas tree should be up. If other decorations are needed a request would be put out to supply on loan.</p>	
<p>Raffle Tickets:</p> <ul style="list-style-type: none"> • Already distributed in book bags. The Raffle Ticket book only had five tickets per book –in previous years this has been ten. There would be more promotion of the fact that extra tickets are in school office to pick up and buy. • KB agreed to start selling at Raffle Tickets at Church this week. A float would be required and tickets could be collected from the school office. • There is a prize for child that sells most tickets and the Office are keeping a record of sales. There would be more promotion of this to get more interest from the Children. • All Unsold books and tickets need to be back in school by Wednesday 28th November 	KB / CM
<p>The full list of prizes for the AoP and Raffle would be published on Classlist and Facebook to try and generate more interest in sales.</p>	TB / CT
<p>Shopping List: A full shopping needed to be finalised by Friday 23rd November CM to confirm last year's quantities of Alcohol Sausage rolls would be ordered from Michael's Presents from Father Christmas: CM would source allergy friendly presents for individual children the PFA are aware of.</p>	CM
<p>Cake Stall: Donations of cakes. CT would ask on Facebook, Classlist and through school email/newsletter. Jackie Kinzel has confirmed as helping but more volunteers would be required.</p>	CT
<p>Craft Stall: Sara Crabb has volunteered to run and organise the Craft Stall. <i>Chair Note - TB contacted Sara Crabb and confirmed what crafts would be run and what materials were required - these details have been added to the shopping list</i></p>	
<p>School Choir: It was agreed that the School Choir would be asked to do a performance. AW would liaise with Mrs Cambrey-Smith to formally invite them. <i>Chair Note - The Choir will perform 3 songs starting at 12:50 in the Main Hall</i></p>	AW
<p>Donations: It was agreed to keep reminding people on the social media for donations to be left in school office. KB and CT have agreed with the School Office and Admin to take donations down to the PFA storeroom every couple of days to keep office clear.</p>	CT / KB
<p>Countdown to the Bazaar: CT agreed to put out a countdown message of the day until the main event.</p>	CT
<p>Props: CT is organising with Steve P (K&S) to get cardboard to paint some decorations/props with CD.</p>	CT/CD

<p>Price Tags & Posters: TB confirmed these have been printed.</p> <p>Volunteers. CT would keep asking for volunteers on social media. TB would send a list showing where help is most needed. AW agreed to ask parents at Walking Bus.</p> <p>CHILDREN'S CHRISTMAS PARTY</p> <p>The Children's Christmas Party would be held on Thursday 20th December Shopping list TBC by Friday 23rd. It was discussed that volunteers would be needed to come in and run the party. All catering and supplies requirements would be included in the planned Bazaar shopping list. Full details and arrangements would be planned after the Bazaar.</p> <p>DIARY DATES 2018/2019</p> <p>Immediate diary dates were discussed:</p> <ul style="list-style-type: none"> • Christmas Bazaar – 1st December 2018 • Christmas Party – 20th December 2018 • Next PFA meeting – 14th January 2018 – 8pm @ The Old Bell • New Year's Disco – Date TBC with school <p>AOB</p> <p>Encouraging more parents: It was discussed with CD about doing another PFA newsletter and to establish them on a more regular business.</p> <p>The PFA would try to reach further with social media – it was recognised that there was a need to make it more of a platform to put forward ideas/polls for events, as this might help parents feel more involved in having a say.</p> <p>Promote Classlist – Classlist is under used and it was discussed about organising training or send out more information regarding it - TB would look into this.</p> <p>It was discussed that the PFA need to build up connections and emphasise that you don't have to attend meetings to help out.</p> <p>New ideas for fundraisers: To be discussed at next meeting. All ideas welcome as the PFA recognised that it would be good to do something different. Need to get some firm plans in place. Need to spice up the social calendar! Going forward looking at setting up a rolling calendar.</p> <p>New Year Disco: It was discussed and agreed that it would be too great a burden to try and organise and run the Disco in December due to other events (Bazaar, Nativity, Christmas Party). It was agreed that it should be moved to Jan 19 as this would give the pupils a positive focus when returning in the New Year. TB would confirm a date for the New Year with AW. The plan is to hold the Disco in the first few weeks back to school after Christmas.</p> <p>Charity Commission: The details on the Charity Commission website listed the Trustees incorrectly. CT agreed to check all info is up to date and has been submitted. There was also a requirement for all Trustees to sign the Trustee Eligibility Declaration Form for submission - this was signed by all trustees present and those absent (Sam Sandilands and Kate Cloke) would sign no later than the next meeting. Once complete CT would submit the forms back to the Charity Commission.</p>	<p>TB</p> <p>CT / TB / AW</p> <p>Charlie/Trevor/Ann</p> <p>All</p> <p>CD</p> <p>TB</p> <p>TB / AW</p> <p>All</p>
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DATE OF NEXT MEETING	
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Monday 14th January 8pm @ The Old Bell